



THE REAL ESTATE REGULATORY AUTHORITY

National Capital Territory (NCT) of Delhi

RERA guidelines no: RERA/DELHI/Guidelines-3/Revised-1/2023

Dated: 24/08/2023

In exercise of the powers conferred by section 37 of the Real Estate (Regulation & Development) Act, 2016 (16 of 2016), and all the other powers enabling it in that behalf, THE REAL ESTATE REGULATORY AUTHORITY FOR NCT OF DELHI, hereby notify the following guidelines namely “The National Capital Territory of Delhi Real Estate (Regulation & Development) (Real Estate Agent) Guidelines , 2023”.

CHAPTER I

PRELIMINARY

- 1. Short Title and Commencement:** (1) These Guidelines may be called “The National Capital Territory of Delhi Real Estate (Regulation & Development) (Real Estate Agent) Guidelines, 2023”.

(2) They shall come into force with effect from 24.08.2023.
- 2. Definition :** (1) In these Guidelines, unless the context otherwise requires,-
 - (a) “Act” means the Real Estate (Regulation & Development) Act, 2016 (16 of 2016),
 - (b) “Authority” means the Real Estate Regulatory Authority, NCT of Delhi,
 - (c) “Real Estate Agent” means any person, who negotiates or acts on behalf of one person in a transaction of transfer of his plot, apartment or building, as the case may be, in a real estate project, by way of sale, with another person or transfer of plot, apartment or building, as the case may be, of any other person to him and receives remuneration or fees or any other charges for his services whether as a commission or otherwise and includes a person who introduces, through any medium, prospective buyers and sellers to each other for negotiation for sale or purchase of plot, apartment or building, as the case may be, and includes property dealers, brokers, middlemen by whatever name called;

(d) “Lease” means a legal agreement that allows a person or entity to use a building or land for a fixed period of time in return for rent.

(e) “Registration Certificate” means an official document providing proof of registration with the Authority.

(f) “Rules” means the National Capital Territory of Delhi Real Estate (Regulation and Development) (General) Rules, 2016,

(g) “Section” means a section of the Act.

(2) Words and expressions used but not defined in these Guidelines, but defined in the Act or the Rules, as the case may be, shall have the same meaning respectively assigned to them in the Act or the Rules, as the case may be.

- 3. Purpose :** These Guidelines are meant to establish procedures to allow changes in any detail of the Real Estate Agent after issue of Registration Certificate, re-validate period of registration due to extension of lease of premises or renewal of registration after expiry of period of registration on completion of five years and prescribe fee for such purposes.

CHAPTER II

PROCEDURE FOR REAL ESTATE AGENT REGISTRATION WITH THE AUTHORITY

- 4. Application for registration by the real estate agent:** (1) Every real estate agent, shall submit an application for its registration to the Authority in Form ‘G’, appended to the Rules, along with all required documents as detailed in clause 5 below, online on the website of the Authority.

(2) The real estate agent shall, within three days of uploading the application, shall submit three sets of the application and all other documents, in hard copy, along with prescribed fee to the Authority.

(3) All pages of hard copies of the application including annexures shall be serial numbered, indexed and bound.

- 5. Details to be submitted along with application:** (1) The real estate agent shall submit the following details along with application for registration;

(a) in case of an individual:

- i. name, address, photograph contact details and email Id of the applicant;
- ii. self-attested copy of PAN card;
- iii. self-attested copy of adhaar card;
- iv. self-attested copy of ITR filed for last three financial years;

- v. proof of place of business being commercial, copy of receipt of property tax paid at commercial rates to appropriate authority.
- vi. copy of receipt of paying conversion charges for change of land use or any other proof.

(b) in case of 'other than individual':

- i. brief details of entity including name, registered address, contact details, email Ids, photograph(s) of the partners, chairman, directors, etc. as the case may be and that of the authorised persons. Type of enterprise (proprietorship, limited liability partnership, society, partnership firm, company etc).
- ii. copy of the Memorandum of Association and Article of Association, partnership deed etc;
- iii. certificate of incorporation of the entity;
- iv. self-attested copy of GST Registration Certificate;
- v. attested copy of PAN card of the company;
- vi. self-attested copy of PAN card of all the partners, chairman, directors, etc
- vii. self-attested copy of ITR filed for last three financial years
- viii. authority letter, for authorised signatory for the proprietorship, limited liability partnership firm, society, partnership, company.

6. Registration fees: The real estate agent shall pay a fee at the time of application for registration by way of a demand draft or a bankers cheque drawn on any scheduled bank or through online payment, as the case may be, for a sum of Rs. 10,000/- (Rupees Ten Thousand only) if applicant is an individual or Rs. 50,000/- (Rupees Fifty Thousand only) if applicant is other than an individual.

CHAPTER III

PROCEDURE FOR CHANGE OF NAME AND OTHER DETAILS

- 7. Procedure for change of name and other details after grant of the Registration Certificate:** (1) In case, any Real Estate Agent, individual, proposes to make any changes in any detail in the Registration Certificate, due to correction or otherwise, he or Karta may submit an application alongwith a processing fee of Rs. 1000/- (Rupees One Thousand only) for each change, for seeking the permission of the Authority.
- (2) In case, any Real Estate Agent entity, other than individual, proposes to make any change in the name or any other detail in the Registration Certificate, due to correction or otherwise, the entity may submit an application alongwith processing fee of Rs. 5000/-

(Rupees Five Thousand only) for each change, for seeking the permission of the Authority.

CHAPTER IV

PROCEDURE FOR RE-VALIDATION OR RENEWAL

8. Procedure for Re-validation or Renewal: (1) The registration granted by the Authority can be re-validated upto five years from the date of registration, on an application made by the real estate agent alongwith the proof of extension of lease of business premises, to be made one month before the expiry of the validity of the registration certificate with the processing fee of Rs. 1000/- (Rupees One Thousand only), in case the Real Estate Agent is an individual. In all other cases application for re-validation can be made with processing fee of Rs. 5000/- (Rupees Five Thousand only).

(2) The Authority may consider late applications made for revalidation before the expiry of validity of registration on payment of extra late fee of Rs. 1000/- (Rupees One Thousand only) in case of individual and Rs. 2000/- in all other cases

(3) For renewal beyond five years, the application shall be made as per the provisions of the Act and Rules made thereunder. The Authority may consider late applications for renewal before the expiry of validity of registration on payment of late fee as below:

Individuals:

61 to 90 days prior to expiry of validity of registration-	Rs. 1000/-
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31 to 60 days prior to expiry of validity of registration-	Rs.2000/-
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16 to 30 days prior to expiry of validity of registration-	Rs.5000/-
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Others than individual:

61 to 90 days prior to expiry of validity of registration-	Rs. 2000/-
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31 to 60 days prior to expiry of validity of registration-	Rs.4000/-
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16 to 30 days prior to expiry of validity of registration-	Rs.10000/-
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(4) The real estate agents who fail to apply 15 days prior to the last date of validity of registration or revalidation, shall have to make fresh application in Form 'G' for fresh registration with requisite fee.

CHAPTER V

MISCELLANEOUS

- 9. Interpretation of Guidelines:** If any doubt arises as to the interpretation of these Guidelines, the decision of the Authority shall be final and binding on all concerned.

(DEVESH SINGH)

SECRETARY

Real Estate Regulatory Authority, NCT of Delhi